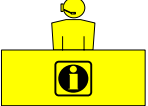
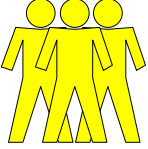


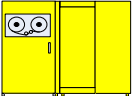

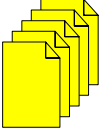



Work Ethic Certification: School Logistics

Tasks	Details	Comments
 School Pledges Commitment	<ul style="list-style-type: none"> School submits the <i>Participating School Fact Sheet</i> and identifies the Designated School Liaison (DSL). Timeframe: August	Documents are submitted to local Workforce Board or Indiana Department of Workforce Development (Attn: Brittany Dougherty)
 Student Assembly	<ul style="list-style-type: none"> Each participating school hosts an assembly for eligible students to inform them about the WorkEthic Certification initiative. Information packets are distributed. Deadline for the return of the <i>Student Intent to Participate Form</i> will be announced, as well as the Designated School Liaison. Timeframe: Late August thru Early September	Information packets contain: - <i>Program Overview</i> - <i>Student Intent to Participate Form</i> - <i>Community Service or Internship Documentation Form</i> - <i>Student Evaluation Form.</i>
 Student Form Submission	<ul style="list-style-type: none"> The <i>Intent to Participate Form</i> must be completed with parent and student signatures and returned to the DSL. Students receive a <i>Teacher Identification List</i> to identify teachers who will verify standards #7 through #10, and return to DSL by specified due date. Timeframe: Last week of September	
 Program Begins	<ul style="list-style-type: none"> The WorkEthic Certification observation period begins Timeframe: October 1st or the first school day in October.	
 INTERS	<ul style="list-style-type: none"> DSL enters student data into INTERS for documentation and tracking purposes. Timeframe: Upon commencement of observation period	During the pilot phase, IDWD will offer clerical assistance to participating regions.
 120 Days	<ul style="list-style-type: none"> All participants must complete a 120 day observation period within a single school year in order to achieve the WorkEthic Certification. Timeframe: October thru mid April	IDWD will allow flexibility in the 120 day requirement during the pilot
 Community Service Forms	<ul style="list-style-type: none"> The <i>Community Service or Internship Documentation Form</i> is returned to Designated School Liaison. Timeframe: April 15th	
 WorkEthic Certifications Awarded	<ul style="list-style-type: none"> Student Evaluation Forms are completed for all participants Results are entered into INTERS Certificates are automatically generated from INTERS Timeframe: April 15th thru April 30th	